

GAO Central Payroll

DESKTOP PROCEDURES: DATA WAREHOUSE SUBSCRIPTION



DATA WAREHOUSE SUBSCRIPTION

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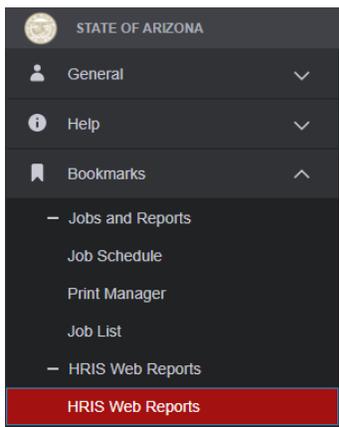
Introduction

The Data Warehouse allows a user to establish a subscription. A subscription is a scheduled delivery of a report dependent on the values set for the parameters in the report. For example, a user can have a report sent via email every Compute Tuesday at 12:30 PM with the results to only show for a specific agency, process level, or employee.

Please note:

- The size of the report’s file must be equal to or less than 25MB. For comparison, 500 words is about equal to 1 MB; however due to formatting, columns, etc., the word count to MB ratio is most likely less than 500 words. In other words, 1 MB will be less than 500 words. For larger files, the report will need to be run manually.
If the report results are larger than 25MB, the recipient will **not** receive the report results via email and will **not** receive an error message. The intended recipient or proxy will need to manually run the report in the Data Warehouse.
- The scheduling is based on UTC (Universal Time Coordinated). To convert to MST (Mountain Standard Time), add 7 hours to the time the user requires the report to run. For example, if the user wishes to run the report at 12:30 PM, the user will enter 7:30 PM.
- A shared inbox will **not** receive the report unless the user's primary inbox is shared with someone else. I.E. if the user has access to 'helpdesk@azdoa.gov' or is part of a distribution list, those inboxes will not receive the report. It will only be the user's primary email address.
- The power user id is populated in the 'To:' field and will send the report to the primary user’s inbox. In this case, email address and power user id are used interchangeably.

Access Data Warehouse



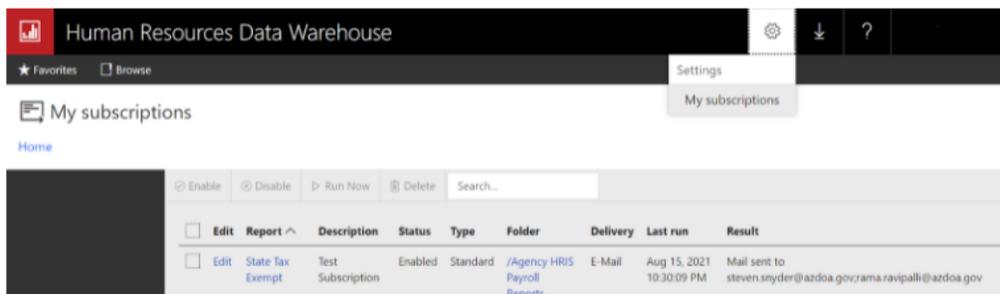
The Data Warehouse can be accessed via HRIS (Human Resource Information System). On the Main Menu, locate and open the “Bookmarks” dropdown and select “HRIS Web Reports” under the “HRIS Web Reports” subtab.

Subscription

Existing Subscription

Locate and select the gear icon in the top left corner of the Data Warehouse and select “My Subscriptions”. The “My Subscriptions” page will display all established subscriptions for the user whether they are

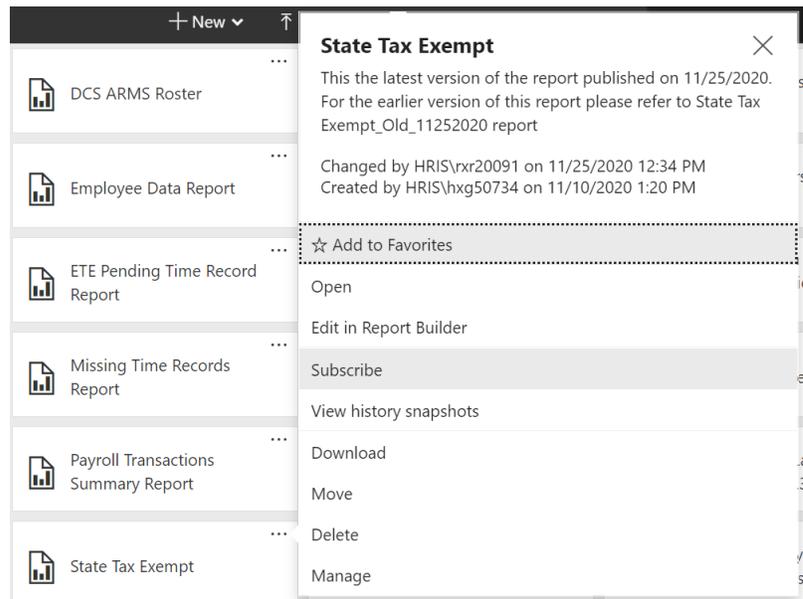
enabled or disabled. The user can use this page to maintain and edit all the subscriptions the user set up.



New Subscription

A user can establish a new subscription by following the below steps:

1. Open the Data Warehouse and open the report folder that houses the report for which the subscription will generate the report results.
2. Locate the report and select the ellipses (...) in the top right corner of the report box.
3. From the pop-up menu, select "Subscribe".
4. Once the "New Subscription" page loads, enter a name into the "Description" field. This will be the name of the new subscription.



New Subscription

[Home](#) > [Agency HRIS Payroll Reports](#) > [State Tax Exempt](#) > [Manage](#) > [Subscriptions](#) > [New Subscription](#)

Description

5. Scroll down to the "Schedule" section and select "Edit schedule".
6. Once the "Edit Schedule" page is loaded, complete the following sections dependent on when the user wants the report to run. Please note the schedule is for the report to **run** at the selected time. Once the report is run and complete, the report results will be sent.

Schedule

Deliver the report on the following schedule:

Report-specific schedule [Edit schedule](#)

At 2:00 AM every day, starting 8/16/2021

- a. Select the time basis on when the report should be run and sent (i.e. Hour, Day, Week, Month, or Once).
 - b. The following section is dependent on the selection made in the prior section.
 - i. Hour: Enter the number of hours between each report run and select the start time.
 - ii. Day: Select the days on which the report should run and select the start time.
 - iii. Week: Select the number of weeks between each report run, the days the report should run, and select the start time.
 - iv. Month: Select the months the report should run, on which date or days, and select the start time.
 - v. Once: Select the start time.
 - c. Next, select the start date and, if needed, the end date.
 - d. Select "Apply".
7. Once the "New Subscription" page is loaded, select "E-mail" under the "Destination" section.
8. Under "Delivery Options":
- a. The power user id is populated in the 'To:' field.
 - i. **Please Note:** Users do not have access to send results to other users' emails.
 - b. For the Subject line, it is suggested to leave the Subject line as delivered. However if it needs to be updated, please note that "@ReportName" specifies the name of the report and "@ExecutionTime" specifies when the report was executed.
 - c. Ensure only the "Include Report" box is checked and that the "Include Link" box is **unchecked**.
 - d. Select a priority; "Normal" will be the default.
 - e. Within the "Comment" box, enter the body of the email with any notes or comments. This will be sent with each report run.
9. Under "Report Parameters":
- a. Do **not** change the delivered values for "UserID" and "ReportFolder".
 - b. For all other parameters, select as the user wishes to run the report. For example, if a parameter is Process Level and the user wants to run the report only for the AD999, the user would select "AD999".
10. Once the settings are completely entered, select "Create subscription".

Delivery options (E-Mail)

To:

Cc:

Bcc:

(Use (;) to separate multiple e-mail addresses.)

Reply-To:

Subject: @ReportName was executed at @ExecutionTime

Include Report Render Format: Excel

Include Link

Priority: Normal

Comment:

Parameter	Source of value	Value/field
USERID	Use default value	USERID
REPORTFOLDER	Use default value	REPORTFOLDER
AGENCY	Enter value	DEPT OF ADMINISTRATION
PROCESS LEVEL	Enter value	AD999

(Select all)

AD999

ADAZG

ADBSD

ADCAP

ADDIA

Create subscription Cancel